



DIVISION OF PARKS AND RECREATION  
OPERATIONS

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Dear Gardening Enthusiast,

The Saint Paul Division of Parks and Recreation recognizes the increasing demand, from citizens, for gardening opportunities. The following application and guidelines are for groups or individuals who are interested in establishing a community garden on Saint Paul park land. We define *A community garden as a space on park land planted with grasses, shrubs, flowers, vegetables or herbs, where the community is the primary player in the creation and maintenance of the garden. These gardens may improve the aesthetics of public space, educate the public and/or provide environmental benefit.*

After receiving this application, looking it over and thinking about it, please contact the Gardening Program Coordinator to discuss your ideas (see contact information below). There are some parks and some areas within certain parks where a community garden would likely not be approved (due to construction plans, safety, underground utilities, alternative use, etc.). Because these areas are always changing it is not efficient to simply include a list of potential spots when we send out applications. We'd like to discuss your preliminary ideas with you and give you insight and direction before you take the time required to complete the application.

## Application Process

§ An application is sent to the group or individual. The Garden Program

Coordinator will be available to provide limited assistance to help you complete the application. Please contact him if you have any questions or problems. At any time, if you'd like comments on the application (whether it's complete or not), please send, fax or email the application to the Garden Program Coordinator.

§ A Community Garden Review Team, made up of Parks and Recreation staff, will receive copies of and read the application. If necessary, the

Review Team will meet to discuss the application. The Team will then approve, deny or modify the application or plan. Mark will communicate any changes or suggestions to the applicant.

§ It will be the responsibility of the applicant to notify the public of the change in park use (see Step F).

§ If the application is approved, the Garden Program Coordinator will assemble a contract or agreement with the applicant for the current or coming season.

§ At the end of the first gardening season, a review of the garden will take place. Any problems will be reviewed with Parks and Recreation staff and the garden contact person. If problems are ameliorated, or if there are none, renewal of the garden for the subsequent season will occur. If gardens are deemed abandoned, or problems are not ameliorated, the garden may be removed or given to other gardeners to maintain.

§ Gardens are the property of St. Paul Parks and Recreation. No plants, materials or landscaping materials may be moved or removed without permission from Parks and Recreation.

§ On occasion, ornamentals may be divided by Parks and Recreation. Parks will work with the garden community groups to determine the need for division and will inform gardening group as to the relocation of the plants. The plants will be used to beautify parks and building projects within the Parks system.

I thank you for your interest in beautifying and building the community of St. Paul. If you have any questions please contact:

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